

How to Survive an IT Audit

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**National Rural Electric
Cooperative Association**

A Touchstone Energy® Cooperative 

INTRODUCTION

- About our session
- Our topic
- About me
- About you
- Your interests

WHAT IS AN AUDIT

- A systematic process of objectively obtaining and examining evidence

PLANNING FOR AN AUDIT

- Treat all “external” Audits the same
- Formalize all Audits
- Know your Auditor’s objectives
- Participate in the planning
- Recommend and push back

PREPARING FOR THE AUDIT

- Obtain Management support
- Know your own goals
- Know what standards and methodologies the Auditors will be using
- Prioritize your preparation
- Do your own self-assessments

PREPARING FOR THE AUDIT (Part II)

- Get your programs up to date
- Ensure you are doing what you say you are doing
- Resolve past findings prior to audit
- Implement past recommendations
- Respond to preliminary data requests*

KICKING OFF THE AUDIT

- Hold a formal Entrance Meeting
- Invite all stakeholders
- Define roles
- Identify central coordinator
- Discuss Audit protocols
- Impose your controls on Auditors

RESPONDING TO QUESTIONS AND REQUESTS

- Always start with interviews
- Respond only to formal requests
- Track everything
- Only answer the question the question asked
- Review everything prior to providing

RESPONDING TO QUESTIONS AND REQUESTS (Part II)

- Ensure accuracy and completeness
- Transmit responses securely
- Retain exact copies of what was provided
- Keep track of your sources

FOLLOWING UP ON RESULTS

- Debrief every day
- Maintain tracking up-to-date
- Acknowledge and correct any inaccuracies
- Be proactive
- Apply your normal processes for addressing any items identified

CHALLENGING RESULTS

- Challenge everything
- Dig, dig and dig
- Don't give ground easily
- Offer mitigating controls
- Avoid conflict

EXITING

- Auditor to present findings
- Invite same audience as Entrance
- Encourage open discussion
- Try to avoid conflict and confrontations

FORMALLY REPORTING RESULTS

- Review drafts
- Ensure accuracy and fairness
- Offer suggested wording and corrections
- Agree if you can
- Or at least agree to disagree

GETTING RECOMMENDATIONS

- Encourage recommendations
- Leverage relationship
- Meet after the report is completed
- Okay to be informal
- One caution – be careful what you ask for

SESSION WRAP-UP

- Plan and then Prepare
- Kickoff
- Respond, Follow-up and Challenge
- Exit
- Report
- Get Recommendations
- Celebrate

QUESTIONS

